

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES  
Department of Human Resources  
400 Stewart Avenue – 2<sup>nd</sup> Floor  
Training Room #4  
Las Vegas, Nevada

FCE ✓ MHV ✓  
GM ✓ GK ✓  
SB ✓  
JT ✓  
RP ✓

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: August 12, 2009

TIME: 4:30 p.m.

CITY ATT: ✓

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER 4:30 pm
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of July 8, 2009) 1st = EM  
2nd = EB
- IV. BUSINESS MC = ✓

- A. ELIGIBLE LISTS TO BE CERTIFIED > 1st = PR  
2nd = EM  
MC = ✓
  1. Business Licensing Supervisor (Enforcement) – Promotional
  2. Business Licensing Supervisor (Enforcement) – Open
  3. Business Specialist II – Promotional
  4. Business Specialist II – Open
  5. Communications & Security Systems Supervisor – Promotional
  6. Communications & Security Systems Supervisor – Open
  7. Communications Quality Improvement Coordinator – Promotional
  8. Communications Quality Improvement Coordinator – Open
  9. Equipment Operator I (Parks) – Promotional
  10. Park Maintenance Field Supervisor - Promotional

- B. EXTENSION OF ELIGIBLE LISTS > 1st - EB  
2nd - PR  
MC - ✓
  1. Assistant Fire Protection Engineer – Promotional
  2. Assistant Fire Protection Engineer – Open
  3. Deputy City Marshal – Open
  4. EMS Field Coordinator – Promotional
  5. Equipment Operator I (Streets) – Promotional
  6. Equipment Operator II (Sanitation) – Promotional
  7. HVAC Technician II – Open
  8. Industrial Electrician II – Promotional
  9. Industrial Electrician II – Open
  10. Motor Sweeper Operator – Promotional
  11. Service Repair Writer – Open
  12. Streets & Sanitation Crew Leader – Promotional

JA ✓  
EM ✓  
EB ✓  
PR ✓  
MW ✓  
AB

50

*no email  
from Dept.*

C. CLASSIFICATION SPECIFICATIONS

*1st = PR  
2nd = EB  
M/C = ✓*

- 1. Fire Investigations Supervisor – Bomb Squad – Revised
- 2. Sr. Technical Systems Analyst – Revised
- 3. Electronic Records Services Supervisor - New

D. REQUEST TO BE PLACED ON THE REHIRE LIST

*1st = EB  
2nd = EM  
M/C = ✓*

- 1. Gary A. Patterson, JR.

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED -

VI. CITIZEN PARTICIPATION

*FCE: introduce Mr. Ridella  
Thank you. - Thanks Serv...*

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

*US so well*

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the DEPARTMENT DESIGNEE at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

*Adjournment: ~~4:35:34~~  
4:34 pm*

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
July 8, 2009  
REGULAR MEETING**

Agenda Documentation  
August 12, 2009

**TO:**  
CIVIL SERVICE BOARD OF TRUSTEES

**FROM:**  
F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I. CALL TO ORDER: July 8, 2009 at 4:30 p.m. in the Human Resources Department.

**ROLL CALL**

Johan Aliseo – Present  
Malcolm White - Present  
Ed Miramontes – Present  
Priscilla Rocha – Absent  
Evelyn Beals – Present

STAFF PRESENT

Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Graciela Manginelli  
Glenna Kouns  
Myrtle Harvey

OTHERS PRESENT

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting

II MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES of Regular Meeting of June 10, 2009: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of June 10, 2009. Trustee Evelyn Beals seconded the motion. Motion carried

IV BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Judicial Enforcement Officer - Open
2. Senior Planner - Promotional

A motion was made by Trustee Malcolm White that items 1 and 2 of the Eligible List to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried

B. EXTENSION OF ELIGIBLE LISTS

1. Engineering Associate I (Traffic) – Open
2. Fire Prevention Inspection Supervisor – Promotional
3. Parking Operations Laborer – Open
4. Planner I – Open
5. Senior Communications Specialist – Promotional
6. Senior Microcomputer Specialist – Promotional
7. Senior Microcomputer Specialist - Open

A motion was made by Trustee Malcolm White to approve Items 1 through 7 of the Extension of Eligible Lists and Trustee Evelyn Beals seconded the motion. Motion Carried.

C. CLASSIFICATION SPECIFICATIONS

1. Business Systems Process Analyst - New

A motion was made by Trustee Evelyn Beals to approve Item 1 of the Classification Specifications and Trustee Malcolm White seconded the motion. Motion Carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Communications and Security Systems Supervisor - Open

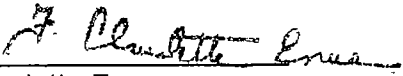
Trustee Ed Miramontes asked if the candidates were going to take a test. Senior Personnel Analyst Glenna Kouns responded that anyone who applied would have to take the test and the other two candidates would not have to retest. Trustee Ed Miramontes also asked if the two other candidates were required to take the test. Glenna Kouns also replied that their scores would carry over. A motion was made by Ed Miramontes to approve Item 1 of the Abolishing Eligible List and Trustee Malcolm White seconded the motion. Motion Carried.

V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: Chair Person Johan Aliseo reminded City of Las Vegas Human Resources that her term as a trustee was up and she would like to be informed on whether or not she is to attend the August 12, 2009 meeting.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4 34 p.m.

  
\_\_\_\_\_  
F. Claudette Enus  
Secretary to the Board



ELIGIBILITY  
LISTS FOR THIS  
MEETING ARE  
DEEMED  
CONFIDENTIAL  
PER NRS 603A

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 12, 2009

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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BOARD ACTION: Vote to Certify or Not Certify  
(May be taken as a group)

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TOTAL ELIGIBLE LISTS PRESENTED: 10

		<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1	Business Licensing Supervisor (Enforcement) – Promotional	1	1	1
2	Business Licensing Supervisor (Enforcement) – Open	0	0	0
3	Business Specialist II – Promotional	22	14	14
4	Business Specialist II – Open	10	5	5
5	Communications & Security Systems Supervisor - Promotional	4	2	1
6	Communications & Security Systems Supervisor – Open	23	8	6
7	Communications Quality Improvement Coordinator - Promotional	5	2	2
8	Communications Quality Improvement Coordinator – Open	10	1	1
9	Equipment Operator I (Parks) – Promotional	16	14	7
10	Park Maintenance Field Supervisor – Promotional	16	10	10

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Business Licensing Supervisor (Enforcement)**  
**Examination**

**July 21, 2009**  
**Date**

**097961207P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	1	GROUP 1	1
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>1</b>	<b>TOTAL ON LIST</b>	<b>1</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T&amp;E</u></b>
(Weight)				100%
PASSED				1
FAILED				0
<b>TOTAL TESTED</b>				<b>1</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Business Licensing Supervisor (Enforcement)**  
Examination

**July 21, 2009**  
Date

**0979612070**  
Exam Code

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>0</b>	<b>TOTAL ON LIST</b>	<b>0</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T&amp;E</u></b>
(Weight)				100%
PASSED				0
FAILED				0
<b>TOTAL TESTED</b>				<b>0</b>
<b>DID NOT APPEAR</b>				<b>0</b>

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist II  
Examination

July 27, 2009  
Date

097956406P  
Exam Code

Promotional  
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1	14
REJECTED	8	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>22</b>	<b>TOTAL ON LIST</b>	<b>14</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)				<u>T &amp; E</u> 100%
PASSED				14
FAILED				0
<b>TOTAL TESTED</b>				<b>14</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Business Specialist II**  
**Examination**

**July 27, 2009**  
**Date**

**0979564060**  
**Exam Code**

**Open**  
**Type of Exam**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	5	GROUP 1	5
REJECTED	5	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>10</b>	<b>TOTAL ON LIST</b>	<b>5</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b> <b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				5
FAILED				0
<b>TOTAL TESTED</b>				<b>5</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Communications and Security Systems Supervisor**  
**Examination**

**July 15, 2009**  
**Date**

**097972106P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	2	GROUP 1	0
REJECTED	2	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>4</b>	<b>TOTAL ON LIST</b>	<b>1</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	1			
FAILED	1			
<b>TOTAL TESTED</b>	<b>2</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Communications and Security Systems Supervisor**  
**Examination**

**July 15, 2009**  
**Date**

**0979721060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	8	GROUP 1	2
REJECTED	15	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>23</b>	<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	2			
<b>TOTAL TESTED</b>	<b>8</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Quality Improvement Coordinator  
Examination

July 14, 2009  
Date

097973005P  
Exam Code

Promotional  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	2	GROUP 1	0
REJECTED	3	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>5</b>	GROUP 3	1
		<b>TOTAL ON LIST</b>	<b>2</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		2		
FAILED		0		
<b>TOTAL TESTED</b>		<b>2</b>		
<b>WITHDREW</b>		<b>0</b>		

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Quality Improvement Coordinator  
Examination

July 14, 2009  
Date

0979730050  
Exam Code

Open  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	0
REJECTED	9	GROUP 2	1
<b>TOTAL RECEIVED</b>	10	GROUP 3	0
		<b>TOTAL ON LIST</b>	1

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		1		
FAILED		0		
<b>TOTAL TESTED</b>		1		
<b>WITHDREW</b>		0		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Equipment Operator I (Parks)**  
**Examination**

**July 30 & 31, 2009**  
**Date**

**09351006P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	14	GROUP 1	6
REJECTED	2	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>16</b>	<b>TOTAL ON LIST</b>	<b>7</b>

<b><u>TESTS</u></b>				
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)			100%	
PASSED			7	
FAILED			6	
<b>TOTAL TESTED</b>			<b>13</b>	
<b>WITHDREW</b>			<b>1</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Park Maintenance Field Supervisor**  
**Examination**

**July 20, 2009**  
**Date**

**09250606P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	11	GROUP 1	8
REJECTED	5	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>16</b>	<b>TOTAL ON LIST</b>	<b>10</b>

<b><u>TESTS</u></b>				
	<b>WRITTEN</b>	<b>ORAL</b>	<b>PERFORMANCE</b>	<b>OTHER</b>
(Weight)		100%		
PASSED		10		
FAILED		0		
<b>TOTAL TESTED</b>		<b>10</b>		
<b>Withdraw</b>		<b>1</b>		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 12, 2009

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

BOARD ACTION: Vote to Extend or Not Extend  
(May be taken as a group)

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Assistant Fire Protection Engineer - Promo	5	08/27/09	02/27/10	2
2 Assistant Fire Protection Engineer - Open	2	08/27/09	02/27/10	2
3 Deputy City Marshal - Open	34	08/13/09	02/13/10	2
4 EMS Field Coordinator - Promo	7	08/13/09	02/13/10	2
5 Equipment Operator I (Streets) - Promo	9	08/13/09	02/13/10	3
6 Equipment Operator II (Sanitation) - Promo	6	08/27/09	02/27/10	3
7 HVAC Technician II - Open	4	08/27/09	02/27/10	3
8 Industrial Electrician II - Promo	5	08/13/09	02/13/10	2
9 Industrial Electrician II - Open	4	08/13/09	02/13/10	2
10 Motor Sweeper Operator - Promo	18	08/27/09	02/27/10	3
11 Service Repair Writer - Open	36	08/27/09	02/27/10	2
12 Streets & Sanitation Crew Leader - Promo	25	08/27/09	02/27/10	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 12 2009

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY**

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**SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

1. Fire Investigations Supervisor-Bomb Squad
2. Sr. Technical Systems Analyst

Fire Investigations Supervisor-Bomb Squad classification is revised at the department's request prior to recruiting.

Sr. Technical Systems Analyst classification is revised at the department's request prior to recruiting.

**NEW**

3. Electronic Records Services Supervisor

This classification is being created to oversee the electronic records staff in the City Clerk's Office.

**RECOMMENDATION**

The City recommends approval of the revised/new classification specifications.

**FIRE INVESTIGATIONS SUPERVISOR - BOMB SQUAD**

**DEFINITION**

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the assigned Deputy Fire Chief.

Exercises direct supervision over Fire Investigation personnel.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**—*Essential and other important responsibilities and duties may include, but are not limited to, the following*

**Essential Functions:**

1. Plan, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize work flow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests, performing interrogations and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**

**Fire Investigations Supervisor - Bomb Squad (*continued*)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
7. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules, review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices.
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings, seminars and related training sessions; stay abreast of developments in fire investigation methods and hazardous devices.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Fire Investigations Supervisor - Bomb Squad (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.  
Modern fire investigation methods and techniques.  
Currently accepted render-safe proceedings for hazardous devices.  
Rules of evidence.  
Proper arrest procedures  
Applicable arson laws such that incumbent qualifies as an expert witness in the field.  
Laws pertaining to confidentiality of records.  
Principles, practices, methods and techniques of supervision, training and performance evaluation.  
Pertinent federal, state and local laws, codes and regulations.  
Department policies, rules and regulations  
Principles of municipal budget preparation and administration.

Ability to:

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures  
Analyze situations quickly and objectively and determine the proper course of action.  
Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.  
Qualify with a department duty weapon annually.  
Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise reports.  
Establish and maintain effective working relationships with those contacted in the course of work  
Maintain effective audio-visual discrimination and perception needed for  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others, and*  
-- *Demonstrating intellectual capabilities.*  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following.  
-- *Walking, standing, or sitting for extended periods of time, and*  
-- *Operating assigned equipment.*

**CITY OF LAS VEGAS**

**Fire Investigations Supervisor – Bomb Squad (*continued*)**

**Experience and Training Requirements**

**Experience**

Seven years service with the Las Vegas Fire and Rescue Department, to include three years as a Fire Investigator II or one year as a Senior Fire Investigator (i.e., a certified bomb technician).

**Training:**

Equivalent to graduation from high school. Equivalent to an Associate degree with major in fire science, criminal justice, business administration or a closely related field is desirable.

**License or Certificate**

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, and hazardous devices; may inspect in restricted spaces

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

SB

REV 7/24/09 (previously Supervisor of Fire Investigations)

FLSA: exempt; City nonexempt

CSB 8/12/09

## SENIOR TECHNICAL SYSTEMS ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

To plan, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from department management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Review and identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting, implementation and maintenance of department specific and enterprise applications including workflow configuration design and recommendations for all software used by department.
3. Plan, oversee and lead the development, design, modification, upgrade, testing, troubleshooting, modification, implementation, maintenance, and upgrade of all software, interfaces, triggers, procedures or other customized efforts used in conjunction with departmental software such as mobile solutions, electronic document management systems, records management systems, financial systems, GIS systems, web applications, IVR grants management solutions, and all other software used by the department.

**CITY OF LAS VEGAS**

**Senior Technical Systems Analyst (*continued*)**

**Essential Functions:**

4. Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department and the city.
5. Make initial assessment of application problems with all systems used by the department and resolve them in cooperation with the vendor, project teams and outside agencies as needed; resolve functional problems that users are experiencing; research and correct data entry errors made by users.
6. Develop, prepare and run reports, views and table joins using a variety of tools including online reporting tools, Crystal X or higher, Oracle Developer and Oracle Discoverer to provide useful data at the request of department and city management and as required by governing agencies and other authorities. Recommend additional reports based on knowledge of system capabilities and department needs; review and analyze reports and report issues to management.
7. Collaborate with staff from Information Technologies, Project Management, department management and various teams to maintain and monitor system environments and provide application and terminal support to users; provide in-depth analysis and recommendations for operational enhancements to systems; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
8. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
9. Assess and recommend system modifications and enhancements to accommodate changes in business practices and newly identified needs; coordinate implementation with appropriate staff.
10. Design, develop and implement the integration of computer-based solutions with existing internal and external systems; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
11. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
12. Document system requirements and testing results.
13. Train staff on automation projects and proper application of equipment and software. Provide first-line support to all users of the systems, including setup and administration of user accounts; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions. Coordinate and facilitate meetings with users concerning proposed and current business processes.
14. Coordinate maintenance and repair of equipment with the Information Technologies Department.

**CITY OF LAS VEGAS**

**Senior Technical Systems Analyst (continued)**

**Essential Functions:**

15. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
16. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
17. Assist staff to solve system problems; recommend modifications as appropriate.
18. Participate in the development and coordination of the work unit budget.
19. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures and records retention schedules; secure access to records.
20. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**When Assigned to Building & Safety:**

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of Hansen, interfaces, triggers and database procedures, the interactive voice response system, Dynamic Portal and other web applications, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

**When Assigned to Planning & Development**

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management modules and address/parcel maintenance applications.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of Hansen, PAATF interface, triggers and database procedures, GIS mapping and updates, web applications, integration with SIRE, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

## **CITY OF LAS VEGAS**

### **Senior Technical Systems Analyst (*continued*)**

#### **When Assigned to Detention & Enforcement:**

1. Serve as the department's Terminal Agency Coordinator (TAC) as required by the state of Nevada for access to various law enforcement databases.
2. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of various public safety-related software and hardware.

#### **When Assigned to Fire and Rescue:**

1. Work closely with Information Technologies, Fire Combined Communications Center, and other governmental agencies to develop and implement computer and technical solutions for Fire and Rescue.
2. Provide recommendations for new computer and other technical equipment specifications.
3. Configure, image, and install applications for mobile computer terminals and fire station alerting equipment.
4. Provide technical support and information for procurement, budgets, contracts and service contract negotiations.
5. Create and manage inventory solutions for equipment and applications.

#### **When Assigned to Leisure Services:**

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
3. Coordinate returned check tracking and data entry into CLASS.
4. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.

#### **When Assigned to Public Works:**

1. Plan lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the land management permit templates, inspection area/inspector assignments, bill setup and generation, reviewer's work flow, inspector's work flow, object linking and embedding (OLE), menu editor and image display catalog, formula editor, asset and work order management, and customer service.

## CITY OF LAS VEGAS

### Senior Technical Systems Analyst (*continued*)

2. Plan, lead, oversee and participate in the development, design, modification, upgrades, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems.
3. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of Hansen, interfaces, triggers and database procedures, GIS solutions, web applications, mobile solutions for inspectors in the field and integration between Hansen and the electronic document and electronic records management system.

#### **When assigned to Neighborhood Services**

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting, implementation and maintenance of the Hansen application including workflow for all modules with the land management permit templates and customer service modules, Geo-results mobile application, mobile inspector application, interfaces, procedures, triggers, electronic document management systems, web development initiatives, grants management software, GIS, and other initiatives as identified by the Department.

#### **Marginal Functions:**

1. Perform related duties and responsibilities as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.

Advanced computer coding and testing techniques and methodologies.

Intermediate knowledge of programming languages, such as VisualBasic, HTML, ASP, or SQL.

One or more on-line report writing applications, such as Crystal Reports X or higher, Oracle Reports, Discoverer or Microsoft Access.

Principles and practices of database design and administration.

Oracle or SQL Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision.

CITY OF LAS VEGAS  
Senior Technical Systems Analyst (*continued*)

**Ability to:**

- Learn the unique needs and computer hardware and applications of the assigned work unit.
- Explain complex technical systems in clear and simple terms understandable to non-technical staff.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Establish and maintain close and positive working relationships and open lines of communication with applicable city staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.
- Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.
- Communicate effectively with assigned work unit staff and management and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of:
  - *Making sound decisions;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
  - *Standing or sitting for extended periods of time; and*
  - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Communicating with others;*
  - *Reading and writing; and*
  - *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Three years of recent, increasingly responsible experience in systems analysis and programming within the last five years. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

**Training:**

Bachelor's degree from an accredited college or university with major in computer science, information systems, public administration, business administration or a field related to the area of assignment. A combination of formal education and directly related work experience may substitute for the degree.

**CITY OF LAS VEGAS**  
**Senior Technical Systems Analyst (continued)**

**License or Certificate**

Possession of a certification in databases, an operating system or software application applicable to the area of assignment is desirable.

When assigned to Detention & Enforcement: Possession of a Terminal Agency Coordinator certification issued by the State of Nevada Public Safety Division within six months of the date of appointment, and maintenance thereafter.

**Special Requirements**

The Fire and Rescue Department operates on a 24-hour, seven days per week schedule. When assigned to Fire and Rescue, must participate in rotating call-outs for service after normal scheduled work hours.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

ARB  
REV 7/24/09  
FLSA & City: nonexempt

CSB 8/12/09

## ELECTRONIC RECORDS SERVICES SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

To plan, administer, coordinate and oversee the city's Electronic Records Management System (ERMS), to supervise staff responsible for electronic information and record lifecycle management; to act as a project manager and technology liaison between the City Clerk's office and departments; and to perform a variety of administrative and technical tasks relative to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Exercises direct supervision over electronic records staff and records facility staff

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Research, review and identify the City Clerk's electronic records management system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Participate in the selection of technical staff; ensure positive morale; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Conduct special studies and research into software and hardware products that support Enterprise Records Management and City Clerk departmental needs; develop recommendations with associated costs.
4. Participate in project management responsibilities to include project initiation, planning, execution and closure; serve as the liaison with Information Technologies.

**CITY OF LAS VEGAS**  
**Electronic Records Services Supervisor (continued)**

**Essential Functions:**

5. Coordinate maintenance and repair of electronic records equipment with the Information Technologies Department.
6. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep assigned staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases
7. Assist staff to solve system problems; recommend modifications as appropriate
8. Participate in the development and coordination of the work unit budget; submit budget recommendations; estimate time, materials and equipment required to accomplish goals and objectives; participate in the development, maintenance and reporting of performance measures.
9. Assist with establishing and updating the city's electronic records management policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
10. Participate in the creation and revision of an electronic records disaster recovery program.
11. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
12. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**Marginal Functions:**

1. Attend and participate in professional group meeting, stay abreast of new trends and innovations in the field of electronic records management.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Optical imaging software applications.  
Advanced concepts, principles and practices of modern computer science or information systems.  
Research techniques and data analysis.  
Principles and practices of computer networking.  
Principles of business writing and report preparation.  
Techniques of software installation.  
Basic principles and practices of budget preparation and administration.

CITY OF LAS VEGAS  
Electronic Records Services Supervisor (*continued*)

**Knowledge of:**

Principles of supervision, training and performance evaluation.  
Applicable regulations governing the storage and retention of electronic records.  
Sources of information in the records information management industry.  
Theory and practice of the design and management of records information management systems.  
Electronic disaster recovery techniques.

**Ability to:**

Learn the unique needs, computer hardware and applications of the City Clerk's electronic records section.

Learn the business and operations of the City Clerk's electronic records section to the extent necessary to perform essential functions, enhance system value and achieve established goals.

Learn current issues in records management, including the management of electronic records.

Learn advanced record keeping principles and practices.

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

Train others in records management procedures.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity, which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Standing or sitting for extended periods of time, and*
- *Operating assigned equipment and vehicles*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS  
Electronic Records Services Supervisor (*continued*)

Experience and Training Requirements

Experience:

Two years of recent, increasingly responsible experience in systems analysis. Electronic records management experience and supervisory experience in any field are desirable.

Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems, records management, public administration, business administration or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Office and records storage facility environments; occasional travel within the city; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

SB  
NEW 7/7/09  
FLSA: exempt  
City: nonexempt  
CSB 8/12/09

SUPERVISOR OF FIRE INVESTIGATIONS SUPERVISOR - BOMB SQUAD

DEFINITION

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Deputy Fire Chief, ~~Fire Prevention Division~~.

Exercises direct supervision over Fire Investigation personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize work flow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests, performing interrogations and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**

**Supervisor of Fire Investigations Supervisor - Bomb Squad (continued)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility, identify resource needs; recommend and implement policies and procedures.
7. ~~Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~ Select and motivate assigned staff; provide or coordinate staff training, plan, direct, coordinate and review the work plan for assigned staff, assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence
13. Attend and participate in professional group meetings, seminars and related training sessions, stay abreast of developments in fire investigation methods and hazardous devices

**Marginal Functions:**

- 1 Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.

CITY OF LAS VEGAS

Supervisor of Fire Investigations Supervisor - Bomb Squad (continued)

Modern fire investigation methods and techniques.  
Currently accepted render-safe proceedings for hazardous devices.  
Rules of evidence.  
Proper arrest procedures.  
Applicable arson laws such that incumbent qualifies as an expert witness in the field.  
Laws pertaining to confidentiality of records.  
Principles, practices, methods and techniques of supervision, training and performance evaluation.  
Pertinent federal, state and local laws, codes and regulations.  
Department policies, rules and regulations.  
Principles of municipal budget preparation and administration.

Ability to:

~~Obtain or supervise the obtaining of information through interviews, interrogations and observations.~~  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze situations quickly and objectively and determine the proper course of action.  
Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.  
Qualify with a department duty weapon annually.  
Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise reports  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others,*  
-- *Reading and writing; and*  
-- *Operating assigned equipment*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others, and*  
-- *Demonstrating intellectual capabilities.*  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Walking, standing, or sitting for extended periods of time; and*  
-- *Operating assigned equipment.*

Experience and Training Requirements

Experience

Seven years service with the Las Vegas Fire and Rescue Department, to include three years as a Fire Investigator II or one year as a Senior Fire Investigator (i.e., a certified bomb technician).

CITY OF LAS VEGAS

Supervisor of Fire Investigations Supervisor - Bomb Squad (continued)

Training:

Equivalent to graduation from high school. Equivalent to an Associate degree with major in fire science, criminal justice, business administration or a closely related field is desirable.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings, exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, and hazardous devices; may inspect in restricted spaces.

Physical Conditions.

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARBSB

REV 7/28/03/24/09 (previously Supervisor of Fire Investigations)

FLSA: exempt; City: nonexempt

CSB-8/13/03

## SENIOR TECHNICAL SYSTEMS ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

To plan, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from department management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Review and identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting, implementation and maintenance of department specific and enterprise applications including workflow configuration design and recommendations for all software used by department.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

3. Plan, oversee and lead the development, design, modification, upgrade, testing, troubleshooting, modification, implementation, maintenance, and upgrade of all software, interfaces, triggers, procedures or other customized efforts used in conjunction with departmental software such as mobile solutions, electronic document management systems, records management systems, financial systems, GIS systems, web applications, IVR grants management solutions, and all other software used by the department.
4. Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department and the city.
5. Make initial assessment of application problems with all systems used by the department and resolve them in cooperation with the vendor, project teams and outside agencies as needed; resolve functional problems that users are experiencing; research and correct data entry errors made by users
6. Develop, prepare and run reports, views and table joins using a variety of tools including online reporting tools, Crystal X or higher, Oracle Developer and Oracle Discoverer to provide useful data at the request of department and City management and as required by governing agencies and other authorities. Recommend additional reports based on knowledge of system capabilities and department needs; review and analyze reports and report issues to management.
7. Collaborate with staff from Information Technologies, Project Management, Department Management and various teams to maintain and monitor system environments and provide application and terminal support to users; provide in-depth analysis and recommendations for operational enhancements to systems; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
8. Perform database analysis to determine the most-effective file structure; develop and implement new and improved database structures; monitor database performance.
9. Assess and recommend system modifications and enhancements to accommodate changes in business practices and newly identified needs; coordinate implementation with appropriate staff
- ~~2~~-10. Design, develop and implement the integration of computer-based systems solutions with existing internal and external systems; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
- ~~3~~-11. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
- ~~4~~-12. Document system requirements and testing results.
- ~~5~~-13. Train staff on automation projects and proper application of equipment and software. Provide first-line support to all users of the systems, including setup and administration of user accounts; conduct regular site visits to assist users; schedule and facilitate periodic user group

CITY OF LAS VEGAS  
Senior Technical Systems Analyst (*continued*)

meetings to discuss issues and solutions. Coordinate and facilitate meetings with users concerning proposed and current business processes.

6.14. Coordinate maintenance and repair of equipment with the Information Technologies Department.

7.15. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases

8.16. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.

9.17. Assist staff to solve system problems; recommend modifications as appropriate.

10.18. Participate in the development and coordination of the work unit budget

11.19. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures and records retention schedules; secure access to records.

~~12. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities~~

14.20. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**When Assigned to Building & Safety:**

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.

Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the State Contractor's Board interface, Hansen Interfaces, Triggers and Database Procedures, the Interactive Voice Response System, Dynamic Portal and other web applications, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system

2

~~Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department.~~

When Assigned to Planning & Development

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management modules and Address/Parcel maintenance applications
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of Hansen, PAATF Interface, Triggers and Database Procedures, GIS mapping and updates; web applications, integration with SIRE, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department.

When Assigned to Detention & Enforcement:

1. Serve as the department's Terminal Agency Coordinator (TAC) as required by the state of Nevada for access to various law enforcement databases.
2. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of various public safety-related software and hardware.
- ~~3. Administer and support current and future specialized systems such as databases, inmate management, and computer-aided dispatch (CAD).~~
- ~~4. Provide first line support to all users of the systems, including setup and administration of user accounts; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.~~
- ~~5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and city management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.~~
- ~~6. Collaborate with Information Technologies staff to maintain and monitor system environments and provide application and terminal support to users; provide in depth analysis for operational enhancements to systems; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.~~
- ~~7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.~~
- ~~8. Assess and recommend system modifications and enhancements to accommodate changes in business practices and newly identified needs; coordinate implementation with IT staff.~~
- ~~9. Serve as the department's representative on the city's technical users committee; coordinate service and support requests with IT.~~

**CITY OF LAS VEGAS**  
**Senior Technical Systems Analyst (continued)**

**When Assigned to Fire and Rescue:**

1. Work closely with Information Technologies, Fire Combined Communications Center, and other governmental agencies to develop and implement computer and technical solutions for Fire and Rescue.
2. Administer and support specialized systems, including computer-aided dispatch (CAD). Provide recommendations for new computer and other technical equipment specifications.
3. Configure, image, and install applications for mobile computer terminals and fire station alerting equipment.
4. Provide technical support and information for procurement, budgets, contracts and service contract negotiations.
- 4.5. Create and manage inventory solutions for equipment and applications.

**When Assigned to Leisure Services:**

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. ~~Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.~~
3. ~~Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.~~

When Assigned to Leisure Services:

- 4.2 Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. ~~Develop reports using a variety of on line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.~~
6. ~~Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in depth analysis for operational enhancements to CLASS; configure application parameters;~~

CITY OF LAS VEGAS  
Senior Technical Systems Analyst (*continued*)

~~coordinate change control management activities in conformance with accepted practices;  
ensure data is protected in accordance with security guidelines~~

~~7 Perform database analysis to determine the most effective file structure, develop and implement new and improved database structures, monitor database performance.~~

~~8.3. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.~~

~~9.4. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling~~

~~10 Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.~~

**When Assigned to Public Works:**

1. Plan lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, object linking and embedding (OLE), menu editor and Image display catalog, formula editor, asset and work order management, and customer service.

2 Plan, lead, oversee and participate in the development, design, modification, upgrades, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems

3. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of Hansen, Interfaces, Triggers and Database Procedures, GIS solutions, web applications, mobile solutions for inspectors in the field and integration between Hansen and the electronic document and electronic records management system.

Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department

~~Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, OLE, menu editor and Image display catalog, formula editor, asset and work order management, and customer service.~~

~~Plan, lead, oversee and participate in the development, design, modification, upgrade, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems.~~

~~3~~

CITY OF LAS VEGAS  
Senior Technical Systems Analyst (*continued*)

~~4. Modify applications to accommodate changes in business practices and newly identified needs.~~

~~5. Analyze new and proposed systems, requested changes and enhancements to current systems; provide program recommendations to management staff and users.~~

When Assigned to Public Works:

~~6. Participate in documenting system requirements, provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.~~

~~7. Identify needs, workflow and design issues and make recommendations; analyze database and workflow processes.~~

~~8. Coordinate and facilitate meetings with users concerning proposed and current business processes.~~

When assigned to Neighborhood Services

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting, implementation and maintenance of the Hansen application including workflow for all modules with the Land Management permit templates and Customer Service modules, Geo-results mobile application, Mobile Inspector application, Interfaces, Procedures, and Triggers, electronic document management systems, web development initiatives, grants management software, GIS, and other initiatives as identified by the Department.

~~Administer and support current and future specialized systems such as hosted databases, performance plus, electronic plan review and other software as identified by the department~~

Marginal Functions:

1. Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.

Advanced computer coding and testing techniques and methodologies.

Intermediate knowledge of Programming languages, such as VisualBasic, HTML, ASP, or SQL.

One or more on-line report writing applications, such as Crystal Reports X or higher, Oracle Reports, Discoverer or Microsoft Access.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

Principles and practices of database design and administration.

Oracle or SQL Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

~~Microcomputer design and minor repair techniques~~

~~Principles and practices of computer networking~~

~~Techniques of software installation.~~

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision

When assigned to Building & Safety:

~~Hansen Land Management and Cashiering modules.~~

~~Basic principles and practices of electronic document management system integration with Hansen.~~

~~Nevada State Contractor's Board interface system.~~

When assigned to Fire & Rescue:

~~Programming languages, including VisualBasic, HTML and SQL.~~

When assigned to Leisure Services:

~~Programming languages, including HTML, SQL and ASP.~~

~~Oracle Financials needs and how they affect department processes~~

~~Basic accounting principles and reconciling procedures.~~

When assigned to Public Works:

~~Oracle database structures, Oracle Training Administrator, Oracle Projects and Oracle Developer.~~

~~Hansen application.~~

~~Expedition, Laboratory Information system and Maintenance Management system.~~

**Ability to:**

Learn the unique needs and computer hardware and applications of the assigned work unit.

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Establish and maintain close and positive working relationships and open lines of communication with applicable city staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.

Communicate effectively with assigned work unit staff and management and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS  
Senior Technical Systems Analyst (*continued*)

Maintain mental capacity, which allows the capability of:

- *Making sound decisions,*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Standing or sitting for extended periods of time, and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others,*
- *Reading and writing, and*
- *Operating assigned equipment.*

### Experience and Training Requirements

#### Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming within the last five years. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience

#### Training:

~~Equivalent to a b~~ Bachelor's degree from an accredited college or university with major in computer science, information systems, public administration, business administration or ~~in~~ a field related to the area of assignment. A combination of formal education and directly related work experience may substitute for the degree.

#### License or Certificate

~~Within six months of the date of appointment, p~~ Possession of a certification in ~~one or more of the following areas is desirable—databases, an operating system or software application applicable to the area of assignment, hardware or networks~~ is desirable.

When assigned to Detention & Enforcement: Possession of a Terminal Agency Coordinator certification issued by the State of Nevada Public Safety Division within six months of the date of appointment, and maintenance thereafter.

#### Special Requirements

The Fire and Rescue Department operates on a 24-hour, seven days per week schedule. When assigned to Fire and Rescue, must participate in rotating call-outs for service after normal scheduled work hours.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time

ARB

REV 9/16/087/24/09

FLSA & City: nonexempt

CSB 10/8/088/12/09

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: August 12, 2009

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY**

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**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: GARY A. PATTERSON, JR.**

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**BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE**

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Gary A Patterson, Jr, an employee from December 13, 2004 to July 10, 2009, has requested to be placed on the Rehire List for Maintenance Worker II (X) A copy of his/her Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held, (b) have left the City's employment in good standing within the past twenty-four months, and (c) receive the Civil Service Board's approval of said request

Gary A Patterson, Jr. meets the criteria for placement on the Rehire List and it is recommended that the Board approve his/her request

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 8/12/09

**PLEASE PRINT**

NAME

ORGANIZATION

Myrtle Harvey

CLX - PSD

Glenna Kouns

CLV - HR

Ron Prewitt

CLV - HR

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